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# **CERTIFICATE PROGRAM HUMAN RESOURCES: BENEFITS AND COMPENSATION**

6-course certificate series from Cornell University's School of Industrial and Labor Relations

ILRHR501 **Issues and Concepts in Equal Employment Opportunities Law**

ILRHR502 **Employment Laws for the HR Professional**

ILRHR503 **Fundamentals of Retirement Benefits**

ILRHR504 **Fundamentals of Welfare and Flexible Benefits**

ILRHR507 **Applying a Compensation Model: Internal and Legal Considerations**

ILRHR508 **Expanding the Compensation Model: External and Structural Considerations**



## Course Experience—Program Quality

eCORNELL

### Course Experience — How it Works

eCornell offers a proven, patent-pending model for successful management development and incorporates the best aspects of online and traditional classroom learning, including:



Learning experiences that target individual competencies and skills



Engaging and rigorous course design that centers on authentic business scenarios and provides the resources and tools learners need to resolve the issues they pose



Asynchronous collaboration activities that contribute to knowledge and experience sharing among the course participants and the course instructor



Course projects, discussion forums, and job aids that help participants apply their new skills to real organizational situations



New skill development through interactive assessments and simulations

### Program Quality Drives Motivation & Results

eCornell is not your typical e-learning experience. Our Structured Flexibility™ and active instructor facilitation provide course milestones that build motivation and result in industry-leading completion rates.



Ninety two percent (92%) of students complete their course, two to four times the e-learning norm, and even more, 93%, rate their overall experience as good to excellent.



Ninety five percent (95%) of students say the material is applicable to their job responsibilities, and 93% say that what they have learned will directly impact their performance.



In the end, 95% of students would recommend to their peers that they take an eCornell course.



## Certificate Human Resources: Benefits and Compensation

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### Overview

Successful organizations understand that it's much more cost-effective to retain current employees than to recruit and train new ones. And they recognize that benefits and compensation packages that are both attractive to employees and cost-effective to the organization are important components of effective retention strategies. eCornell has partnered with the Cornell University's School of Industrial and Labor Relations (ILR) to create the Human Resources: Benefits and Compensation certificate. Even the most seasoned HR professionals can learn something new from this six-course certificate series addressing legal and organizational factors related to retirement plans, health plans, and other benefit packages.

### Component Courses

To earn the Human Resources: Benefits and Compensation Certificate, students must complete the following six courses totaling approximately 36 hours of learning:

- ILRHR501 **Issues and Concepts in Equal Employment Opportunities Law**
- ILRHR502 **Employment Laws for the HR Professional**
- ILRHR503 **Fundamentals of Retirement Benefits**
- ILRHR504 **Fundamentals of Welfare and Flexible Benefits**
- ILRHR507 **Applying a Compensation Model: Internal and Legal Considerations**
- ILRHR508 **Expanding the Compensation Model: External and Structural Considerations**

### Target Audience

The Human Resources: Benefits and Compensation Certificate is appropriate for Human Resource employees and managers seeking a richer, deeper understanding of policies and practices related to benefits and compensation from a leading Ivy League institution.

### Accreditation

Participants who successfully complete all six courses in this series receive a Human Resources: Benefits and Compensation Certificate from Cornell University's School of Industrial and Labor Relations.

Courses in this certificate series have been approved for credit hours toward PHR and SPHR recertification through the Human Resources Certification Institute (HRCI). Please contact the Human Resources Certificate Institute (HRCI) for further information about certification or recertification.

In addition, Cornell's School of Industrial and Labor Relations (ILR) will award .6 Continuing Education Units (CEUs) to students who successfully complete any of the courses in the Human Resources Performance Management Certificate series. Students can apply to the ILR school for the CEU units after they have completed both courses in a program.



## Course Overview

Employers have a legal obligation to provide a safe working environment and to make certain that all employees are treated equally in accordance and compliance with state and federal regulations. It is therefore imperative that managers have a sound understanding of the complex and changing legal issues and mandates that govern the workplace. Using case studies, this course will cover the fundamentals of employment laws and practices and how to apply them to daily operations and special situations. In particular, the course will focus on the major laws governing the workplace, including: the Family Medical Leave Act (FMLA), Occupational Safety and Health Act of 1970 (OSHA), and Fair Labor Standards Act (FLSA). Participants will also learn about the relationship between Equal Employment Opportunity (EEO) and Affirmative Action (AA) laws and the concepts and practices governing diversity in the workplace.

## Target Audience

This course is critical for human resource managers, directors, and supervisors in any organization looking for a working knowledge of the laws and practices governing employee relations and the skills necessary for managing and preventing employee-related legal issues.

## Organizational Outcomes

Participants who complete this course will be able to:

- Identify and proactively minimize risk related to employment issues
- Recognize and manage EEO, AA, and diversity issues within an organization
- Conduct an effective investigation of employment issues
- Collect and organize relevant information needed by legal counsel when seeking advice on employment issue

## Course Benefits

In this course, participants learn about:

- Multiple laws governing the workplace
- Employees' legal rights and afforded protections under the law
- Implications of Equal Employment Opportunity laws, Affirmative Action laws, and diversity
- Strategies for proactively complying with laws governing the safety and equal treatment of all employees
- Mediation techniques for potentially volatile employee issues

## Certificate

This course is part of the following certificates from Cornell University's School of Industrial and Labor Relations:

- **Human Resources Studies**
- **Human Resources: Benefits and Compensation**
- **Human Resources: Selection and Staffing**
- **Human Resources: Employee Relations**
- **Human Resources: Performance Management**

## Faculty Author

Susan Brecher, Esq.  
Director, Curriculum and Training Design  
School of Industrial and Labor Relations  
Cornell University



## Course Overview

In today's litigious environment it is important for managers to have a sound understanding of the legal issues that govern individual employees and the workplace. Human resource professionals in particular are required to have in-depth knowledge of local, state, and federal employment laws, as well as the ability to apply these laws to daily operations and special situations. This course will introduce participants to the Family Medical Leave Act (FMLA), Occupational Safety and Health Act of 1970 (OSHA), Fair Labor Standards Act (FLSA), National Labor Relations Act (NLRA), and other state and federal laws that govern the work environment. Participants will learn how to apply their knowledge to the organization's employment practices in order to create an efficient, effective work environment that is mutually beneficial for employees and the organization alike.

## Target Audience

This course is critical for human resource managers, directors, and supervisors in any organization looking for a working knowledge of the laws and practices governing employee relations and work environments.

## Organizational Outcome

Participants who complete this course will be able to:

- Identify and comprehend federal, state, and local laws related to employment practices
- Design and implement a safe environment where all employees are treated fairly and equally and in compliance with federal, state, and local employment laws
- Anticipate and resolve employee matters before they become legal issues
- Recognize and respond to potential safety hazards
- Conduct a relevant, effective investigation into potentially litigious employment issues

## Course Benefits

In this course, participants learn about:

- Key employment laws and theories of FMLA, FLSA, OSHA, and NLRA
- Pertinent state and local laws
- Application of employment laws to an organization's work environment and practices
- Information needed to seek legal advice on potentially litigious employment issues
- Conducting an effective investigation into employment issues

## Certificate

This course is part of the following certificates from Cornell University's School of Industrial and Labor Relations:

- **Human Resources Studies**
- **Human Resources: Benefits and Compensation**
- **Human Resources: Selection and Staffing**
- **Human Resources: Employee Relations**
- **Human Resources: Performance Management**

## Faculty Author

Susan Brecher, Esq.  
Director, Curriculum and Training Design  
School of Industrial and Labor Relations  
Cornell University





## Course Overview

In this highly competitive, global economy, the success of an organization is highly dependent upon building and maintaining an excellent workforce. One of the primary strategies organizations can employ to attract highly qualified candidates is to offer a competitive benefits and retirement package. In this course, participants will explore the current benefits industry environment with a concentration on retirement plan options, and learn how to successfully negotiate and administer an attractive benefits package.

## Target Audience

This course is crucial for human resource professionals who require a comprehensive understanding of benefits administration. It is also useful for high level managers and corporate officers who want to ensure that they can attract the best people to their organization by offering a competitive benefits package.

## Organizational Outcome

Participants who complete this course will be able to:

- Design and implement a highly competitive benefits package for their organization
- Recognize the difference between defined benefit and defined contribution plans
- Identify the best retirement plans and present them for leadership consideration
- Explain the detailed features of retirement benefit plans to management and employees

## Course Benefits

In this course, participants learn about:

- Skills necessary to accurately explain benefits information to employees
- Benefits/policy manuals, handbooks, and summary plan descriptions as tools for understanding, analyzing, and explaining employee benefits packages
- Retirement savings plan options and inflationary factors that erode buying power over time
- Advantages and disadvantages of defined contribution plans
- Ethical boundaries in advising employees about benefits plans

## Certificate

This course is part of the following certificates from Cornell University's School of Industrial and Labor Relations:

- **Human Resources Studies**
- **Human Resources: Benefits and Compensation**

## Faculty Authors

M. Michael Markowich, Ph.D.

Extension Faculty

School of Industrial and Labor Relations

Cornell University

Deborah Peters

Teaching Associate

Extension Faculty

School of Industrial and Labor Relations

Cornell University



## Course Overview

In this highly competitive, global economy, today's successful organizations understand the relationship between building and maintaining an excellent workforce, and their ability to maintain profitability and a competitive edge. They also understand that to attract highly qualified candidates, the organization must offer a competitive compensation and benefits package. In this course, participants will learn how to design and implement a comprehensive benefits program that encompasses a multi-dimensional health plan, flexible spending account, and retirement plan. They will also learn how to design and implement Preferred Provider Organization (PPO) plans, and to how to clearly and effectively communicate the features of each program to management and employees.

## Target Audience

This course is crucial for human resource professionals who require a comprehensive understanding of benefits administration. It is also useful for high level managers and corporate officers who want to ensure that they can attract the best people to their organization.

## Organizational Outcome

Participants who complete this course will be able to:

- Research and negotiate a highly competitive welfare benefits package
- Apply an effective communication strategy to educate management and employees about the features of the benefits plan
- Create and implement a Preferred Provider Organization (PPO) plan for the organization
- Design and implement a flexible benefits or cafeteria plan and explain it in detail to employees and management
- Ensure that their organization's flexible spending program is in full compliance with Employee Retirement Income Security Act (ERISA) and Internal Revenue Service (IRS) regulations

## Course Benefits

In this course, participants learn about:

- Features and advantages of a competitive benefits package
- Strategies for explaining benefits plan features and options to employees and management
- Plan designs and cost shifting options
- Legal obligations associated with flexible spending account programs

## Certificate

This course is part of the following certificates from Cornell University's School of Industrial and Labor Relations:

- **Human Resources Studies**
- **Human Resources: Benefits and Compensation**

## Faculty Authors

M. Michael Markowich, Ph.D.  
Extension Faculty  
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Deborah Peters  
Teaching Associate  
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# ILRHR507 Applying a Compensation Model: Internal and Legal Considerations



## Course Overview

Successful organizations understand that an employee compensation program aligned with organizational mission and values sends a clear message to employees about what is valued by the organization and creates an incentive for meeting the organization's strategic business objectives. This course provides participants with an understanding of the importance of aligning compensation programs with organizational mission and goals, legal considerations surrounding compensation issues, and the value of conducting a compensation program and job analysis to refine the alignment process.

## Target Audience

This course is essential for managers, human resource professionals, and compensation practitioners who are responsible for the development of a productive, motivated workforce.

## Organizational Outcome

Participants who complete this course will be able to:

- Devise a compensation program this is aligned with organizational goals and objectives
- Organize and facilitate an internal analysis of an organization's compensation program
- Implement a compensation analysis by job class
- Identify pertinent legal considerations surrounding compensation issues

## Course Benefits

In this course, participants learn about:

- Fundamental concepts and components of total compensation
- Models for conducting an effective compensation analysis
- The value of aligning compensation to an organization's mission and culture
- Compensation strategies that support organizational goals
- The role of communication relative to compensation programs
- Legal considerations surrounding compensation issues
- Methods of job evaluation

## Certificate

This course is part of the following certificates from Cornell University's School of Industrial and Labor Relations:

- **Human Resources Studies**
- **Human Resources: Benefits and Compensation**

## Faculty Authors

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# ILRHR508 Expanding the Compensation Model: External and Structural Considerations



## Course Overview

In today's highly competitive, global marketplace, building and maintaining an excellent workforce is critical to an organization's success. It is also based on offering a compensation plan that is equal or superior to that of competitors. In this course, participants will learn to conduct an external market analysis of compensation within a given field. They will also learn how to identify reliable and accurate sources of data and how to compile, calculate, and analyze that data to design a highly competitive compensation program for their own organization. This course will also review the underlying principles, advantages, and disadvantages of merit and variable performance-based pay models.

## Target Audience

This course is essential for human resource professionals, compensation practitioners, and managers who are responsible for the development of a productive and motivated workforce.

## Organizational Outcome

Participants who complete this course will be able to:

- Conduct an extensive external compensation analysis of industry competitors
- Use external market data to design and implement a highly competitive compensation plan
- Recommend appropriate revisions of the organization's current compensation model
- Determine when a merit-based or variable pay plan is beneficial

## Course Benefits

In this course, participants learn about:

- Reliable and accurate sources of data for an external market analysis
- External information as a context for internal decisions
- Factors that determine appropriate hiring rates
- Advantages and disadvantages of variable and merit-based pay plans

## Certificate

This course is part of the following certificates from Cornell University's School of Industrial and Labor Relations:

- **Human Resources Studies**
- **Human Resources: Benefits and Compensation**

## Faculty Authors

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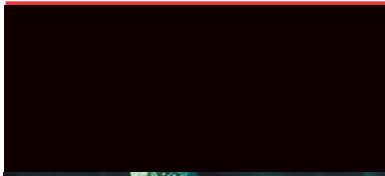
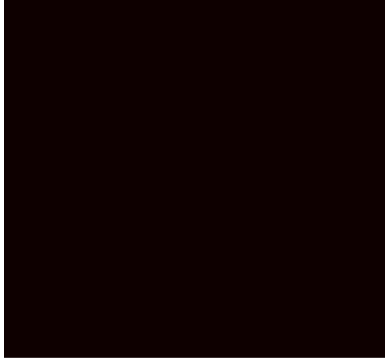
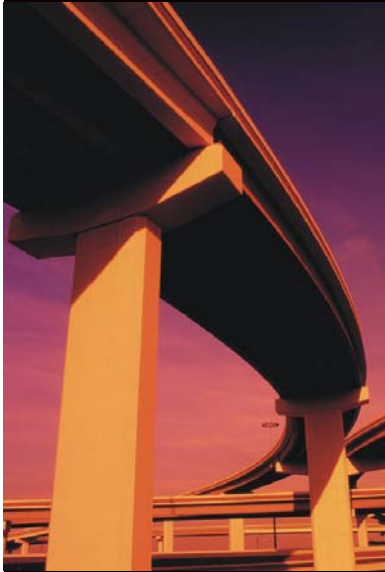
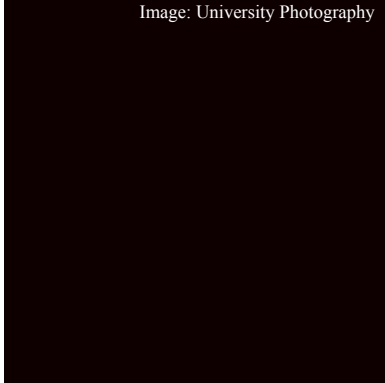


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## In 1865 Ezra Cornell had a vision.

“I would found an institution where any person can find instruction in any study.”

Established as the land-grant university of the State of New York, Cornell University has an extension and outreach mission unique to the Ivy League.

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